

Tool Room

University Facilities (UF)

Internal Procedure: 03.C.02.01

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Approved by: Bob Wells, updated Todd Barnette

This document establishes official Procedure for borrowing tools.

Summary

The purpose of the Tool Room is to provide specialty tools and equipment to the shops and areas to complete their tasks and projects. All tool room items are available on a first come first serve basis but can be reserved with the Tool Room manager.

Procedure

- When borrowing and returning parts and equipment, it must be done in the presence of the Tool Room Manager.
- All tools and equipment must be written down in the log book to confirm they were borrowed and returned.
- Any employee borrowing tools and equipment assumes sole responsibility for them until they are returned.
- Tools and equipment can't be returned without acknowledgement from of the Tool Room Manager.
- Tools and equipment should be returned by the end of the work day in the same condition they were borrowed.
- Any item lost, broken, or damaged due to abuse, negligence, or misuse will be repaired or replaced at the expense of the appropriate shop, area, or department.
- Failure to return items in a timely manner could result in individuals not being allowed to sign-out items in the future.
- In situations where the tool or equipment is needed longer than a day, advance permission from the Tool Room Manager is required.